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2 April 1969

Henry:

About a week ago I discussed a position and person with you. Mr. John Clarke, Director, O/PPB, wishes to promote [ ] to a GS-08. [ ] presently occupies a GS-07 Admin Assistant position but Mr. Clarke and [ ] supervisor, [ ] feel that the position and [ ] in it, substantiate more than a GS-07. Mr. Clarke does not feel that the time is right to ask for an official desk audit of the job as he is in the process of revising the T/O to reflect the management changes that he has invoked. What he would like is for someone to informally look at the job being done and offer guidance as to the proper grade level.

As a result of our telephone conversation, I am forwarding [ ] most recent fitness report to you. [ ] has also added her comments which explain [ ] uncton and responsibilities in greater depth.

Any guidance you could offer us would be appreciated.

[ ]  
AO/DCI

Attachment

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